

~~CONFIDENTIAL~~

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DDA 79-2571/1

8 AUG 1979

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Information Services Staff, DDA
Equal Employment Opportunity Officer, DDA

25X1A FROM: [REDACTED]

Chief, Management Staff, DDA

SUBJECT: Doing More With Less

1. Attached is a memorandum from the Comptroller concerning the need to examine productivity enhancement, resource redistribution, and performance evaluation. On the assumption that many Directorate activities bear on productivity and evaluation, it is suggested that your response focus on those that are concrete and objective rather than those that are intangible and subjective. The latter type should be reported, however, if they are major ways of identifying productivity and judging effectiveness in your organization.
2. Please forward your response to Chief, Management Staff, DDA, no later than 22 August 1979.

Att: a/s

25X1A

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